

Management report to Council

Agenda item 6.1

Records of Assemblies of Councillors

Council

Presenter: Keith Williamson, Manager Governance and Legal

28 July 2015

Purpose and background

1. The purpose of this report is to present the most recent written records of assemblies of Councillors for Council to note.
2. In accordance with section 80A of the *Local Government Act 1989* (the Act), written records of assemblies of Councillors are to be reported at an ordinary meeting of the Council as soon as practicable.

Key issues

3. Amendments to the Act, which came into effect on 24 September 2010, altered the definition of an assembly of Councillors to include advisory committees where one or more Councillors were present, along with planned or scheduled meetings involving at least half the Councillors and an officer.
4. A Councillor who has a conflict of interest at an assembly of Councillors must disclose to the meeting that he or she has a conflict of interest, and leave the meeting while the matter is being discussed.
5. A written record is required to be kept of every assembly of Councillors including the names of all Councillors and staff at the meeting, a list of the matters considered, any conflict of interest disclosed by a Councillor and whether a Councillor who disclosed a conflict left the room.
6. Assemblies of Councillors that consider information that has been declared confidential under section 77 of the Act, require only the title of the written record to be disclosed. If the title of the written record is considered confidential, the written record will be reported upon in the closed session of the Council meeting.

Recommendation from management

7. That Council notes the written records of the assemblies of Councillors as detailed in Attachment 2.

Attachments:

1. Supporting Attachment
2. Records of Assemblies of Councillors

Support attachment

Legal

1. The written records of the assemblies of Councillors are presented in accordance with section 80A of the Act.
2. Under section 79 of the Act, a Councillor must disclose to an assembly that he or she has a conflict of interest and leave the assembly whilst the matter is being considered by the assembly. The penalty for not declaring a conflict of interest and leaving the assembly while the matter is being considered and decided includes a maximum fine of 120 penalty units.

Finance

3. There are no direct financial implications arising from the recommendation in this report.

Conflict of interest

4. No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a direct or indirect interest in relation to the matter of the report.

Stakeholder consultation

5. There is no requirement to consult with external stakeholders.

Relation to Council policy

6. The recommendations within this report align with priorities and goals as identified in the *Council Plan 2013–17 (Goal 8 – An accessible, transparent and responsive organisation)*.

Environmental sustainability

7. This proposal has no significant impact on environmental sustainability.

Records of Assemblies of Councillors: summary

Date	Meeting name	Matters discussed
27 May 2015	Melbourne Retail and Hospitality Advisory Board	<ul style="list-style-type: none"> • Melbourne Metro Rail Project • Last Km Freight Project • Presentation from Qantas (Tim O'Callaghan, Victorian Regional Manager) • Melbourne Retail and Hospitality Strategy Actions update
9 June 2015	Councillor Forum	<ul style="list-style-type: none"> • Annual Plan and Budget Submissions • City Road Mast Plan • Review of Future Melbourne Plan • Moomba • CoM Action Plan • FMC2 Agenda Discussion
16 June 2015	Councillor Forum	<ul style="list-style-type: none"> • Precinct Program 2015/16 program • Annual Plan Action Report • 201516 Annual Plan and Budget submissions • CEO Spotlight • Financial A3 • CoM Action Plan • Planning Matters: <ul style="list-style-type: none"> □ TPM 201513; 140146 King Street, Melbourne □ TP20141041; Normanby Road Reserve, Southbank □ TPM201446; 280 Queen Street, Melbourne
18 June 2015	Disability Advisory Committee (DAC) Meeting	<ul style="list-style-type: none"> • Changing Places – Proposed Policy and Submission to Planning Scheme Membership resolved to support further gathering of information to inform a formal position being submitting to Council with reference to requirements of community facilities incorporating a Changing Places facility. • Navigation Needs of People with Sensory Disabilities Staff from CityLab updated the DAC membership on the progress of this research. The membership was alerted to the fact that a forum will be convened to present back the research findings and give community an opportunity to assist with priority setting. An invitation will also be forwarded to Lord Mayor, Deputy Lord Mayor, Councillors and Directors through corporate calendar. • Accessible Voting Ms Kate Hewitt of Scytll Innovating Democracy presented ideas on how tiers of government can utilise secure and verifiable technologies to increase accessibility of voting. • Concession for Accessible Parking at Commercial Car Parks A member of the DAC requested that City of Melbourne investigate the possibility of advocating for accessible parking bays within commercial car parks being offered at a discounted rate for those eligible to use them.

		<ul style="list-style-type: none"> • Heritage Buildings Membership raised concerns with reference to the number of heritage building that are renovated but that do not address access issues as the Federal Disability Discrimination Act overrides State Heritage legislation.
23 June 2015	Councillor Forum	<ul style="list-style-type: none"> • Small Business Grants/Social Enterprise Grants March 2015 round • Event Partnership Program Funding Recommendations • CoM Action Plan
29 June 2015	Melbourne Spring Fashion Week Advisory Board	<ul style="list-style-type: none"> • Retail Weekend Overview street layout • Vogue Fashion Night Out • Designer groupings • Curated program overview and attendance of board members at selected curated events • Role of the ambassador • Offer from VOGUE • General Business
30 June 2015	Councillor Forum	<ul style="list-style-type: none"> • Supply and Demand for Child Care • City of Melbourne Draft Tourism Action Plan • Aligning Councillor Portfolios • Council Meeting Agenda Discussion • Better Apartments Discussion Paper • Planners Matters <ul style="list-style-type: none"> □ TP 2015459: 354-360 William Street, Melbourne □ TPM 201514: 478-488 Elizabeth Street, Melbourne □ TPM 2015-12: 350 Queen Street, Melbourne
13 July 2015	Homelessness Advisory Committee	<ul style="list-style-type: none"> • Service Coordination Project – Progress report • Begging Engagement Project – Final Report • Extreme Weather – Winter • Council of Capital City Lord Mayors Meeting 29/5/15 • Enterprise Park
14 July 2015	Councillor Forum	<ul style="list-style-type: none"> • Public Wi-Fi Design - City of Melbourne position • FMC2 Agenda Discussion • Planning Matters <ul style="list-style-type: none"> □ TPM-2015-15: 556-558 & 560-566 Lonsdale Street Melbourne □ TPM 2014-44: 295-305 & 309 King Street Melbourne

RECORD OF ASSEMBLY OF COUNCILLORS



1.	Time and Date of meeting:	Wednesday 27 May 2015
2.	Name of meeting:	Melbourne Retail and Hospitality Advisory Board
3.	Councillors present:	Deputy Lord Mayor, Susan Riley Cr Beverley Pinder-Mortimer Cr Kevin Louey
4.	Officers present:	Barry McGuren Fran Kerlin Aly O'Brien Fides Santos-Arguelles Rob Moore Sarah Lowcock Richard Smithers David Mayes
5.	Matters discussed:	<ul style="list-style-type: none"> Melbourne Metro Rail Project Last Km Freight Project Presentation from Qantas (Tim O'Callaghan, Victorian Regional Manager) Melbourne Retail and Hospitality Strategy Actions update
6.	Were there any conflict of interest disclosures by Councillors? No	
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?
		YES NO
		YES NO
		YES NO
		YES NO
7.	Record produced by:	Name of Officer: Aly O'Brien Date: 1/7/2015

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 9 June 2015 at 11.30am		
2. Name of meeting:	Cr Forum		
3. Councillors present:	Lord Mayor, Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Richard Foster, Cr Rohan Leppert, Cr Kevin Louey, Cr Stephen Mayne, Cr Ken Ong, Cr Beverley Pinder-Mortimer, Cr Jackie Watts, Cr Arron Wood		
4. Officers present:	Ben Rimmer, Rob Adams, Martin Cutter, Geoff Lawler, Linda Weatherson, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Ruth Caldwell, Margie Samai, Ashlee Barnard, Elizabeth Muling, Rose Bruhn, Graham Porteous, Leanne Hodyl, David Mayes, Lucan Creamer, Cherie Fraser, Leon Wilson, Adam Mills, Alex Robinson, Victoria Evans, Richard Smithers, Andrew Cron, Greg Stevens, Alex Links Bec Aldridge, Angela Kennedy, Cushla McGuigan		
5. Matters discussed:	1.1 Annual Plan and Budget Submissions 1.2 City Road Master Plan 1.3 Review of Future Melbourne Plan 1.4 Moomba 1.5 CoM Action Plan 1.6 FMC2 Agenda Discussion		
6. Were there any conflict of interest disclosures by Councillors? Yes / <input checked="" type="radio"/> No			
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?	
		YES	NO
7. Record produced by:	Name of Officer: ...Angelo Grizos..... Date: ...19.../...06...../...15.....		

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	Tuesday 16 June 2015 at 11.30am		
2. Name of meeting:	Cr Forum		
3. Councillors present:	Lord Mayor, Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Rohan Leppert, Cr Kevin Louey, Cr Jackie Watts, Cr Arron Wood		
4. Officers present:	Ben Rimmer, Rob Adams, Martin Cutter, Geoff Lawler, Linda Weatherson, Amelia Bitsis, Chanelle Pearson, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Ruth Caldwell, Margie Samai, Ashlee Barnard, Elizabeth Muling, Bec Aldridge, Michael Anderson, Phu Nguyen, Leon Wilson, Alex Links, Karen Snyders, Voula Moutsos, Leanne Mitchell		
5. Matters discussed:	<p>1.1 Precinct Program 2015/16 program</p> <p>1.2 Annual Plan Action Report</p> <p>1.3 2015-16 Annual Plan and Budget submissions</p> <p>1.4 CEO Spotlight</p> <p>1.5 Financial A3</p> <p>1.6 CoM Action Plan</p> <p>1.7 Planning Matters:</p> <ul style="list-style-type: none"> • (1) TPM 2015-13; 140-146 King Street, Melbourne • (2) TP-2014-1041; Normanby Road Reserve, Southbank • (3) TPM2014-46; 280 Queen Street, Melbourne 		
6. Were there any conflict of interest disclosures by Councillors?	Yes / No		
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?	
1.7.(3)	Lord Mayor Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Kevin Louey and Cr Arron Wood	YES	NO
7. Record produced by:	Name of Officer: ...Angelo Grizos..... Date: ...19.../...06...../...15.....		

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Date and time of meeting:	18 June 2015
2. Name of meeting:	Disability Advisory Committee (DAC) Meeting
3. Councillors present:	Cr Ken Ong
4. Officers present:	Emma Cochran Vickie Feretopoulos Peter Whelan Bandara Rajapakse
5. Matters discussed: <i>(attach agenda if relevant and list other matters discussed)</i>	<p>A. Changing Places – Proposed Policy and Submission to Planning Scheme Membership resolved to support further gathering of information to inform a formal position being submitting to Council with reference to requirements of community facilities incorporating a Changing Places facility.</p> <p>B. Navigation Needs of People with Sensory Disabilities Staff from CityLab updated the DAC membership on the progress of this research. The membership was alerted to the fact that a forum will be convened to present back the research findings and give community an opportunity to assist with priority setting. An invitation will also be forwarded to Lord Mayor, Deputy Lord Mayor, Councillors and Directors through corporate calendar.</p> <p>C. Accessible Voting Ms Kate Hewitt of ScytI Innovating Democracy presented ideas on how tiers of government can utilise secure and verifiable technologies to increase accessibility of voting.</p> <p>D. Concession for Accessible Parking at Commercial Car Parks A member of the DAC requested that City of Melbourne investigate the possibility of advocating for accessible parking bays within commercial car parks being offered at a discounted rate for those eligible to use them.</p> <p>E. Heritage Buildings Membership raised concerns with reference to the number of heritage building that are renovated but that do not address access issues as the Federal Disability Discrimination Act overrides State Heritage legislation.</p>

6. Were there any conflict of interest disclosures by Councillors? No				
Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?		
5. A - E	Nil disclosure		YES	NO
7. Record produced by:		Name of Officer: Vickie Feretopoulos		
		Date: 16/07/2015		

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RECORD OF ASSEMBLY OF COUNCILLORS



1. **Time and Date of meeting:** Tuesday 23 June 2015 at 11.30am
2. **Name of meeting:** Cr Forum
3. **Councillors present:** Lord Mayor, Robert Doyle, Cr Richard Foster, Cr Rohan Leppert, Cr Stephen Mayne, Cr Cathy Oke, Cr Ken Ong, Cr Beverley Pinder-Mortimer, Cr Jackie Watts,
4. **Officers present:** Ben Rimmer, Martin Cutter, Geoff Lawler, Linda Weatherson, Amelia Bitsis, Chanelle Pearson, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Ruth Caldwell, Margie Samai, Ashlee Barnard, Barry McGuren, Michael Anderson, Stephen Nagle, Lucan Creamer, Jenny Regan, Jem Wilson, Kate Miller, Paula Corcoran, Alice Bennett
5. **Matters discussed:**
- 1.1 Small Business Grants/Social Enterprise Grants – March 2015 round
 - 1.2 Event Partnership Program Funding Recommendations
 - 1.3 CoM Action Plan

6. **Were there any conflict of interest disclosures by Councillors? Yes / No** No

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?	
		YES	NO

7. **Record produced by:** Name of Officer: ...Margie Samai.....

Date: ...03.../...07...../...15.....

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RECORD OF ASSEMBLY OF COUNCILLORS



1. **Time and Date of meeting:** Monday 29 June 2015 4pm – 6pm

2. **Name of meeting:** Melbourne Spring Fashion Week Advisory Board

3. **Councillors present:** Deputy Lord Mayor Councillor Susan Riley

4. **Officers present:** Fiona Twist, Manager MSFW
Chris MacDonald, Events Marketing Manager
Elizabeth Cox, Executive Support Officer

5. **Matters discussed:**

- Retail Weekend Overview / street layout
- Vogue Fashion Night Out
- Designer groupings
- Curated program overview and attendance of board members at selected curated events
- Role of the ambassador
- Offer from VOGUE
- General Business

6. **Were there any conflict of interest disclosures by Councillors? No**

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?	
		YES	NO

7. **Record produced by:** Name of Officer: Elizabeth Cox
Date: 13/07/2015

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RECORD OF ASSEMBLY OF COUNCILLORS



1. **Time and Date of meeting:** Tuesday 30 June 2015 at 11.30am
2. **Name of meeting:** Cr Forum
3. **Councillors present:** Lord Mayor, Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Rohan Leppert, Cr Stephen Mayne, Cr Cathy Oke, Cr Ken Ong, Cr Beverley Pinder-Mortimer, Cr Jackie Watts, Cr Arron Wood
4. **Officers present:** Ben Rimmer, Rob Adams, Geoff Lawler, Linda Weatherson, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Jack Hanna, Angelo Grizos, Mary Chrystiuk, Maureen Maginness, Helena Campbell, Rachelle Jordan, Ruth Caldwell, Margie Samai, Ashlee Barnard, Sam Bishop, Elizabeth Muling, Alison Duncan, Jem Wilson, Adam mills, Keith Williamson, Barry McGuren, Karen Snyders, Deb White, Leanne Hodyl, Alex Links, Voula Moutsos, Evan Counsel
5. **Matters discussed:**
- 1.1 Supply and Demand for Child Care
 - 1.2 City of Melbourne Draft Tourism Action Plan
 - 1.3 Aligning Councillor Portfolios
 - 1.4 Council Meeting Agenda Discussion
 - 1.5 Better Apartments Discussion Paper
 - 1.6 Planning Matters
 - TP 2015-459: 354-360 William Street, Melbourne
 - TPM 2015-14: 478-488 Elizabeth Street, Melbourne
 - TPM 2015-12: 350 Queen Street, Melbourne

6. **Were there any conflict of interest disclosures by Councillors? Yes / No**

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?	
		YES	NO

7. **Record produced by:** Name of Officer: ...Angelo Grizos.....
 Date: ...09.../...07...../...15.....

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RECORD OF ASSEMBLY OF COUNCILLORS



1. Time and Date of meeting:	5.30 - 7.30 pm Monday 13 July 2015
2. Name of meeting:	Homelessness Advisory Committee
3. Councillors present:	Councillor Richard Foster
4. Officers present:	Dean Griggs; Nanette Mitchell; Barney Wilson
5. Matters discussed:	<ul style="list-style-type: none"> • Service Coordination Project – Progress report • Begging Engagement Project – Final Report • Extreme Weather – Winter • Council of Capital City Lord Mayors Meeting 29/5/15 • Enterprise Park

6. **Were there any conflict of interest disclosures by Councillors?** **NO**

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?			
		YES	NO	YES	NO
			YES		NO
			YES		NO
			YES		NO
			YES		NO

7. **Record produced by:**

Name of Officer: ...Nanette Mitchell

Date: 17 July 2015

RECORD OF ASSEMBLY OF COUNCILLORS



1. **Time and Date of meeting:** Tuesday 14 July 2015 at 11.30am
2. **Name of meeting:** Cr Forum
3. **Councillors present:** Lord Mayor, Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Richard Foster, Cr Rohan Leppert, Cr Kevin Louey, Cr Stephen Mayne, Cr Cathy Oke, Cr Ken Ong, Cr Arron Wood
4. **Officers present:** Ben Rimmer, Rob Adams, Martin Cutter, Geoff Lawler, Jane Crawley, Amelia Bitsis, Chanelle Pearson, Lindy Tan, Angelo Grizos, Mary Chrystiuk, Rachelle Jordan, Ruth Caldwell, Margie Samai, Ashlee Barnard, Elizabeth Muling, Jem Wilson, Karen Snyders, Leanne Hodyl, Colin Fairweather, Lorraine Tighe, Kate Yuncken
5. **Matters discussed:**
- 1.1 Public Wi-Fi Design – City of Melbourne position
 - 1.2 FMC2 Agenda Discussion
 - 1.3 Planning Matters
 - (1) TPM-2015-15: 556-558 & 560-566 Lonsdale Street Melbourne
 - (2)TPM 2014-44: 295-305 & 309 King Street Melbourne

6. **Were there any conflict of interest disclosures by Councillors? Yes / No**

Matter No.	Names of Councillors who disclosed conflicts of interest	Did the Councillor leave the assembly?	
		YES	NO
1.3 (1)	Lord Mayor Robert Doyle, Deputy Lord Mayor Susan Riley, Cr Kevin Louey, Cr Ken Ong, Cr Arron Wood		

7. **Record produced by:** Name of Officer: ...Angelo Grizos.....
- Date: ...14.../...07...../...15.....

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